

Housing Opportunities for Persons with AIDS Program (HOPWA) Application

Instructions

The Housing Opportunities for Persons With AIDS (HOPWA) program is designed to provide States and localities with the resources and incentives to devise long-term comprehensive strategies for meeting the housing and related supportive service needs of persons with HIV/AIDS and their families. Approximately \$23,026,000 million is available under the 2000 HOPWA competition. Eligible applicant may apply for funding under two categories under the HOPWA competition. They are:

- (1) a **Special Project of National Significance (SPNS)** –including SPNS grants targeting underserved populations; or
- (2) a **Long-term Comprehensive Strategy** – a project that provides housing and related supportive services in an area that did not qualify for a HOPWA formula allocation.

Your proposed activities must serve low-income persons who are living with HIV/AIDS and their families, including persons who are homeless or are at risk of homelessness.

In addition to the HOPWA competition, HOPWA funds may also be available in your community under the 2000 formula allocations that provide \$207.2 million for 101 cities and States under the jurisdiction's Consolidated Planning process. Information on these community-based efforts is available on the HUD Homepage at www.hud.gov/cpd/cpdalloc.html. A map of formula recipients and a list of the FY2000 HOPWA formula allocations can be found in this application kit. The allocation to a city is on behalf of its metropolitan area and an allocation to a State is for areas outside of the metropolitan areas that receive allocations.

APPLICATION TIP

If you are applying for a SPNS grant targeting resources to underserved populations, refer to Section III(D) of the HOPWA Program NOFA.

1. **Before You Begin:** Before you begin the process of completing your application, here are a few

helpful hints to remember when completing your application.

- **Read and fully understand the SuperNOFA.** Whether this is your first time to apply for HOPWA funding or your tenth - **read** the SuperNOFA. The SuperNOFA is the document that controls the competition. If in doubt, ask questions.
- **Think of partnering with a more experienced provider.** If you plan to do something new for your organization, consider how to partner with an experienced provider who can demonstrate a record of achievement, or otherwise show how you have augmented your capacity to undertake the new activity.
- **Leverage is important.** Many potential applicants lose points because they have very little, if any, leveraging. Under leveraging, consider the value of all the resources that make your proposal viable, e.g. the value of volunteer contributions that citizens or professionals plan to provide.

- **Think of your clients.** Consider how the project will run from the client's viewpoint and consider a variety of client needs or characteristics and how that should affect what you offer.
- 2. Using this Application Kit and the SuperNOFA.** This application kit is designed to guide you through the application process and ensure that your application addresses all requirements for the HOPWA program as detailed in the Department's 2000 Notice of Funding Availability (SuperNOFA). HUD's SuperNOFA outlines the Department's requirements for applying for these and other Federal funds. Before you begin to complete this application, you are encouraged to read both the **General Section** and the **HOPWA program section** of the SuperNOFA for they each detail all the requirements for applying for funding, which may not be addressed within this application kit. Both sections are included within this application kit for your convenience. **Please note that if there is a discrepancy between the information provided in the application kit and the information provided in the published SuperNOFA, the information in the published SuperNOFA prevails.** Therefore, please be sure to review your application submission against the requirements in the SuperNOFA.
- 3. Selecting Applications.** Your application will be competitively selected for funding using selection criteria described in the 2000 Notice of Funding Availability (SuperNOFA) that includes the Housing Opportunities for Persons with AIDS Program. If you are successful in this competition, you may be asked to provide additional information in order to execute your grant.
- 4. Assembling Your Application.** This application kit includes all of the instructions, forms, and certifications necessary to complete your application for HOPWA funding. To help us expedite the review of your application, please assemble your application in the order it is described below.

APPLICATION TIP

Obtain this application kit on-line by visiting the HUD website on the Internet at <http://www.hud.gov>.

NEW for this year!

Now you can download the HOPWA application forms and fill-in the necessary information by using your computer! Then print the forms on your printer and assemble your application.

A) Application for Federal Assistance (form SF-424). You should complete

Items 1 through 18 with the following additions:

- Item 5: add e-mail address of the contact person;
- Item 7: the applicable letters are "A" for State; "B, C, or D" for a unit of local government; or "N" for Nonprofit;
- Item 9: enter U.S. Department of Housing and Urban Development or HUD if not preprinted
- Item 10: enter 14 - 21 and the title "Housing Opportunities for Persons with AIDS Program" or "HOPWA" for the Catalogue of Federal Domestic Assistance;
- Item 15: You must complete the budget on SF-424 and the HOPWA Project Budget Form. Please make sure that both the total budget on the SF-424 and the "Total Budget" section on the HOPWA Project Budget Form are the same.

- Item 16: check “No”.
- B) Summary. Please provide on no more than two double-spaced, typed pages an abstract of your proposed project. HUD will use this as a summary if your project is chosen for funding. In your abstract, include your organization’s name and the name of any project sponsor;
- C) Narrative Statements. Your application must include narrative statements that address each of the Factors for Award found at Section V(D) of this program section of the SuperNOFA. Respond to each factor within the stated page limits and do not use a font size smaller than 12 point. The Factors for Award are:
- Rating Factor 1 (Exhibit 1): Capacity of the Applicant and Project Sponsors and Relevant Organizational Experience
 - Rating Factor 2 (Exhibit 2): Need/Extent of the Problem
 - Rating Factor 3 (Exhibit 3): Soundness of Approach: Responsiveness and Model Qualities
 - Rating Factor 4 (Exhibit 4): Leveraging Resources
 - Rating Factor 5: (Exhibit 5): Comprehensiveness and Coordination

APPLICATION TIP

Please respond to the elements of this application within the page limits and other instructions provided for each exhibit. Letters of support or other information are ***not*** requested and will ***not*** be reviewed as part of this competition.

- D) Proposed HOPWA Project Information Form. Please complete this form and place **before** the Soundness of Approach (Exhibit 3) narrative section of your application. In addition, please include the following:
- 1) *Project Sponsors*. You must identify any organization that will receive HOPWA funds as a project sponsor and the amount of funds to be received.
 - 2) *Non-profit Status*. Non-profit grantees or project sponsors must submit documentation verifying your non-profit status, as outlined under Section III, Eligible Applicants and Project Sponsors, in the program section of the SuperNOFA.
 - 3) *Service Areas*. Your application must identify the area(s) in which you are proposing to offer housing and other assistance.
- E) Budget. In addition to the budget narrative described under Section IV of the program section of the SuperNOFA (see Section IV(C), Program Requirements , and paragraph (2) (c) Rating Factor 3, Soundness of Approach, you must complete the HOPWA Project Budget Form found in this application kit which lists the amount of requested HOPWA funds designated

for each type of HOPWA-eligible activity. For each application, Part A, Project Summary Budget of the HOPWA Project Budget Form must be completed. For the grantee and each project sponsor complete Part B, Project Descriptive Budget of the HOPWA Project Budget Form. Please place the completed HOPWA Project Budget Form at the **end** of the Soundness of Approach (Exhibit 3) section of your application.

- F) Statutory Certifications. HOPWA applicants are not required to provide the forms, certifications, and assurances listed in the General Section of the SuperNOFA unless stated below. Additionally, the requirement to Affirmatively Further Fair Housing does not apply to the HOPWA program. The following certifications are required by law for funding and should be included with your application.
- a) *Consolidated Plan Certification (HUD-2991).* Except as stated below, you must include a Consolidated Plan (hereafter call the plan) certification from the applicable State or local government official responsible for submitting the appropriate plan. If your project will be carried out on a national basis or will be located on a reservation of an Indian tribe, Guam, the Virgin islands, American Samoa, or the Northern Mariana Islands you are not required to include a Consolidated Plan certification with your application. This certification must be signed by an authorizing official from the State or local government.
 - b) *Certifications.* The following certifications are required as stated in Section II(G) of the General Section of the SuperNOFA: HUD-50070, Certification of Drug-Free Workplace, and SF-LLL, Disclosure of Lobbying Activities (if applicable).
 - c) *HOPWA Applicant Certifications.* The required HOPWA certifications cover the following items: (i) fair housing and non-discrimination; (ii) uniform relocation assistance; (iii) environmental law and authorities; (iv) continued use periods for structures assisted; and (v) debarred, suspended and ineligible principals requirements.
 - d) *Certification of Consistency with the EZ/EC Strategic Plan (HUD-2990).* This may be submitted as directed in the **General Section** of this SuperNOFA.
 - e) *Applicant/Recipient Disclosure/Update Report (HUD-2880)(3/99).* This must be signed by you the applicant.

APPLICATION TIP

Mitigation of environmental problems can potentially be very expensive and time-consuming. Factors to consider are the presence of lead-based paint (particularly if you are proposing to serve families with children) and asbestos.

Also, if a structure you plan to use in your project currently has occupants, you need to be aware of complex relocation requirements. Please contact your HUD Field Office Relocation Specialist, or an experienced government relocation agency in planning your project.

- G) HOPWA Application Checklist: After your entire application is assembled, please mark each exhibit with an appropriately numbered tab and number every page of the application sequentially. Complete the **HOPWA Application Checklist** and attach the **HOPWA Application Checklist** to the front of your application.

4. Reviewing Your Application: After assembling your application take the time to do the following:

- ✓ Ensure that you complete all forms and double-check each entry for consistency. For example ensure the budget figures match, signatures are present, project sponsors are identified, and all addresses are given.
- ✓ Ensure that each exhibit is complete and in the order specified above. Also, be sure each exhibit is marked by a tab and the whole application has been numbered sequentially.
- ✓ Have a knowledgeable reader “reread” your draft to check it for clarity and completeness. For example, are references to local resources clear so that a reviewer will understand the richness or complexity of your efforts.
- ✓ When submitting your application, please refer to HOPWA, and include your name, mailing address (including zip code), facsimile and telephone number (including area code).

5. Submitting Your Application: Remember your application is due on or before 12:00 midnight, Eastern time, on May 23, 2000 at HUD Headquarters. **See the General Section of the SuperNOFA for specific procedures governing the form of application submission.** Submit your completed, original application to:

Department of Housing and Urban Development
451 Seventh Street, SW, Room 7251
Washington, DC 20410

In addition to the original copy, please submit two (2) copies of your application to the area Community Planning and Development (CPD) Field Office or Offices in which activities are proposed. For your convenience, a list of all CPD Field Offices including their addresses and a contacts is included in this application package.

6. For More Information:

- Review the Frequently Asked Questions (FAQ) within this application package on the HOPWA 2000 Program.
- Call the HUD Field Office serving your area at the telephone number provided in the Field Office list within this application package.
- You may also contact Community Connections Information Center at 1-800-998-9999 (voice) or 1-800-483-2209 (TTY) or by Internet at:
<http://www.comcon.org>
- Visit the HOPWA homepage at <http://www.hud.gov/cpd/hopwahom.html>.